



AmeriCorps

Reasonable Accommodation Process

Once the request for reasonable accommodation is received, the AmeriCorps Instructional Support Team (AIST) will follow the Reasonable Accommodation Process as outlined below.

At any point a member or potential member may request accommodation for a disability. The request for accommodation can be made to the AIST Program Director by using the Reasonable Accommodation Request Form. This form is available online or from the Program Director.

AIST will immediately review the request, and the Program Director will meet with the person requesting the reasonable accommodation to ensure understanding and accuracy.

AIST will work with any corps member requesting an accommodation to determine what accommodation will be appropriate. This process also may include consulting with the treating physician or health care professional and/or organizations in the disability community with expertise regarding the specific type of disability.

AIST will attempt to provide reasonable accommodation to persons with disabilities whenever possible. Factors considered in determining a reasonable accommodation include:

- ⌘ How the reasonable accommodation will enable the member to perform the essential functions of the position.
- ⌘ How the reasonable accommodation will cause undue financial or administrative burden on the program.
- ⌘ Type of accommodation requested.
 - Benefit to the member requesting the accommodation, and to other members.
- ⌘ Cost of the accommodation.
 - Overall financial resources of the program involved in providing the accommodation.
 - Effect of the cost of accommodation on the expenses and resources of the program.
- ⌘ How the accommodation will impact the operations of the program, including the impact on the ability of other members to perform their duties and the impact on the program's ability to conduct business.
- ⌘ Whether providing the accommodation would change the nature of the AIST program.
- ⌘ Options the program has explored to provide or share the cost of the accommodation for the member.

Assistive devices purchased for the purpose of accommodating a corps member must be returned by the member at the conclusion of the member's service. The device is SWIFT property.

The AIST Program Director will review the request for reasonable accommodations and render a decision within 7 days of the request. If the program approves the accommodation, it will be made within a reasonable amount of time.